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Command Policy

**LOGISTICS QUALITY ASSESSMENT/
MUNITIONS**

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This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklists implements AFD 90-2, *Inspector General-The Inspection System*. It applies to wing level munitions operations. This directory supports guidance in the following AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This does not apply to US Air Force Reserve or Air National Guard units.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which in the exercise of good judgment requires examination.

The attached Mission Performance Checklists represent key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level munitions. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

SUMMARY OF REVISIONS

This directory has been extensively rewritten; therefore, revision asterisks have been omitted.

1. Authorized release of Word (.doc) file can *only be acquired by contacting the appropriate OPR directly.* 2

Attachment 1— AREA 5 – MUNITIONS MISSION PERFORMANCE CHECKLIST 3

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Director of Logistics

Attachment 1

AREA 5 – MUNITIONS MISSION PERFORMANCE CHECKLIST

A1.1. MANAGEMENT (AFI 21-201 unless otherwise noted)

A1.1.1. Does the flight ensure all individuals receiving Explosive Safety formal training and meet all qualifications are awarded SEI 375? (para 2.9.1.5)

A1.1.2. Does the flight up-channel any factors that limit their capability to receive, inspect and store their WCDO requirements to their MAJCOM? (para 2.9.1.8.2)

A1.1.3. (#) Does the flight develop comprehensive Combat Munitions Plans (CMP) to support all OPLAN taskings. Further, is the annual review required by AFI 10-404, *Base Support Planning* accomplished? (para 2.9.1.9)

A1.1.4. (#) Does the flight ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all munitions on the unit committed munitions list (UCML) or the Munitions Training Requirements Document (MTRD)? (para 2.9.1.10)

A1.1.5. Does the flight identify which element will perform Combat Munitions Reliability Inspections (CMRI) IAW Chapter 7? (para 2.9.1.10.1)

A1.1.6. (#) Does the flight ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all support munitions tasked for beddown forces at main operating bases? (para 2.9.1.11)

A1.1.7. (#) Does the flight establish an Emergency Destruction of Materiel (EDM) plan within the CMP when required by supporting OPlan? (para 2.9.1.12)

A1.1.8. (#) Does the flight ensure personnel and equipment are identified and prepared to meet deployment tasking IAW: AFI 10-403, *Deployment Planning*; AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*; AFMAN 10-401 Vol 1, *Operation Plan and Concept Plan Development and Implementation* and AFMAN 10-401 Vol 2, *Planning Formats and Guidance*? (para 2.9.1.14)

A1.1.9. Does the flight ensure support equipment enclosed in war reserve materiel or mobility kits is inspected IAW to 00-20-5, *Inspection System, Documentation and Status Reporting for Support and Training Equipment*? (para 2.9.1.15)

A1.1.10. (#) Does the flight inform squadron supervision/maintenance group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected? (para 2.9.1.16)

A1.1.11. Does the flight validate flight equipment and authorizations against appropriate Allowances Standards for items such as: Aerospace Ground Equipment (AGE); Alternate Mission Equipment (AME); Test, Measurement and Diagnostic Equipment (TMDE); communications; etc., to ensure required equipment is adequate and excess equipment is disposed of IAW applicable standards? (para 2.9.1.17)

A1.1.12. Does the flight develop a program to track unserviceable and repairable items for repair action as soon as parts and/or maintenance are available? (para 2.9.1.20)

A1.1.13. Does the flight establish a Munitions Flight cannibalization program for conventional munitions items and MMHE? Approve all cannibalization? (para 2.9.1.21)

A1.1.14. Does the flight register munitions support equipment according to T.O. 35-1-30, *Air Force Economic Repair/Replacement Criteria for Selected San Antonio Air Logistics Center (ALC) Managed Support Equipment (SE)*? Is CAMS/GO81 updated with gains, losses, maintenance and TCTO completions? (para 2.9.1.24)

A1.1.15. Does the flight ensure equipment status and historical documents are kept as required and maintained according to T.O. 00-20 series technical orders? (para 2.9.1.25)

A1.1.16. Does the flight conduct an internal training exercise at least semiannually to ensure munitions personnel can effectively operate and use the deployable CAS system and complete Munitions Reporting (MUREP)? (para 2.9.1.26)

A1.1.17. Does the flight approve local courtesy storage agreement requests for the use of munitions facilities by other organizations? (para 2.9.1.27)

A1.1.18. Does the flight ensure accurate and timely submission of the RCS: HAF-ILM (Q)-9901, **Munitions Capability Report** to MAJCOM? (para 2.9.1.28)

A1.1.19. Does the flight ensure accurate and timely submission of RCS: HAF-ILM(A)-9902, **Master Storage Plan Report** to MAJCOM. Is the Master Storage Plan report sent quarterly in conjunction with the 9901? This report will be formatted IAW PACAF Sup, paragraph 11.1.4. (para 2.9.1.29)

A1.1.20. Does the flight ensure that Product Quality Deficiency Reports (PQDR) are submitted to the appropriate ALC when a product deficiency is detected? (para 2.9.1.30)

A1.1.21. Has the flight established and published a munitions movement control program? (para 2.9.1.31)

A1.1.22. (#) Does the flight ensure element Master Training Plans cover peacetime and contingency tasks? (para 2.9.2.5)

A1.1.23. Does the flight approve all lesson plans after coordination with Wing safety (overall safety contents) and Quality Assurance (contents for technical accuracy)? (para 2.9.2.5.3)

A1.1.24. Does the flight ensure sufficient serviceable training munitions are available for training programs? (para 2.9.2.7)

A1.1.25. Does the flight monitor the status of critical munitions support equipment and testers for serviceability, accountability and status of TCTO modifications? (para 2.9.2.8)

A1.1.26. (#) Does the flight enforce the strict use of T.O.s and pertinent publications during all explosives operations? (para 2.9.3.2)

A1.1.27. Does the flight ensure T.O. files are current and maintained IAW T.O. 00-5-2, *Technical Order Distribution System*? (para 2.9.3.2.1)

A1.1.28. Does the flight sign the supervisory signature block of the AFTO Forms 22 on munitions and munitions handling equipment technical orders and review all related AFTO Forms 135, **Source, Maintenance, and Recoverability Code Change Request** and PQDRs? (para 2.9.3.2.2.2)

A1.1.29. Does the flight monitor, report, and update all TCTOs that are currently required for conventional munitions and equipment according to the TCTO instructions and T.O. 00-20-2, *Maintenance Data Documentation*? (para 2.9.3.2.4)

A1.1.30. Does the flight approve all local checklists, after coordination with Quality Assurance and Wing Weapons Safety? (para 2.9.3.3.)

A1.1.31. Does the flight publish local procedures governing munitions operations during severe weather or electrical storms according to AFMAN 91-201? (para 2.9.3.4.1 and AFMAN 91-201, para 2.54.1.8.1)

A1.1.32. (#) Does the flight publish emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions, and contingency support? (para 2.9.3.4.2)

A1.1.33. Does the flight ensure all shops establish a Hazardous Communication program and maintain AF Form 55, **Employee Safety and Health Record**, IAW AFI 91-301, *AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, attachment? (para 2.9.3.4.3)

A1.1.34. (#) Does the flight notify the MAJCOM Functional Manager or munitions staff on explosive or munitions mishaps or incidents? (para 2.9.3.4.5)

A1.1.35. Does the flight ensure applicable explosives site plan data and maps are maintained in the flight? Further, do they conduct annual reviews to ensure changes are reflected in the documentation during the annual explosive safety inspection of the MSA? Lastly, do they ensure all planned changes to facilities' usage or footprint are coordinated with wing safety, resource protection and civil engineering prior to implementation? (para 2.9.3.4.6)

A1.1.36. Does the flight ensure crew briefings are given before the start of any munitions operation? As a minimum, does the briefing include an outline of the operation, safety (hazards and technical requirements of munitions involved), emergency procedures (explanation of each team member's role and whom to notify and how all personnel will be accounted for) and personnel limits? (para 2.9.3.6)

A1.1.37. Does the flight have a hazardous waste program (for other than munitions) within the Flight? Are procedures coordinated with base environmental flight to control and properly recover material? (para 2.9.3.7)

A1.1.38. Have procedures been developed, in coordination with the Wing Weapons Manager, to collect and record flight hours of munitions loaded in/on aircraft for input into TMRS/Reliability Asset Monitoring System (RAMS)? (para 2.9.3.10)

A1.1.39. Has the flight developed procedures for manual tracking of equipment, inventories and work-orders during extended downtime of CAS? Do procedures include listings required, manual documentation required and processing sequence after system comes on line? (para 2.9.3.11)

A1.1.40. Has the flight developed procedures for the use of Assembly Lot Numbers during contingencies, local and higher headquarters exercises and to track and account for built-up (ready) munitions? Have procedures been coordinated with the Wing Weapons Manager for flight line reporting of Field Lot Numbers? (para 2.9.3.10)

A1.1.41. Has the flight established procedures for managing and controlling munitions stored in ready facilities and Hardened Aircraft Shelters (HAS)? (para 2.9.3.15)

A1.1.42. Does the flight chair the weekly scheduling meeting and approve munitions maintenance schedules? (para 2.9.3.13)

A1.1.43. Does the flight ensure compliance with T.O. 33K-1-100, any applicable calibration measurement summary (CMS), T.O. 00-20-14 and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the flight? (para 2.9.3.17)

A1.1.44. Does the flight utilize the In Progress Inspection (IPI) Program IAW AFI 21-101, T.O. 00-20-1? Is it reviewed annually? (para 2.9.3.18 and 2.9.3.18.1)

A1.1.45. Has the flight established a comprehensive CAS training program? Does the flight ensure continuity books or procedures are established to promote standardization? Is the CAS training database utilized as much as possible? Is CAS access not authorized (other than to the training database) until training is complete and documented? (para 2.9.2.5.4)

A1.1.46. Has the flight developed written entry control procedures for the MSA IAW AFI 31-101 and DoD 5100.76-M? (para 2.9.3.8)

A1.1.47. Does the flight ensure explosive operations are performed by a minimum of two munitions personnel? Does the Flight Chief approve exceptions (i.e. Line Delivery)? (para 2.9.3.22)

A1.1.48. Does flight supervision evaluate WRM positioning objectives and brief the OG and MXG on the following? (para 33.3.4)

A1.1.48.1. Shortfalls and excesses (Planned use of STAMP, APF, and Fly-Away will be shown in this brief). (para 33.3.4.1)

A1.1.48.2. Limiting factors. (para 33.3.4.2)

A1.1.48.3. Problems. (para 33.3.4.3)

A1.1.48.4. Posture by complete round and component. (para 33.3.4.4)

A1.1.49. Have written instructions been developed and published for electric/pneumatic/hydraulic powered tools such as saws, nail guns, banding equipment, etc. Do they include proper use, maintenance, and safety if the manufacturers instructions or owners manual or technical order are not available? (para 7.5.1)

A1.1.49.1. Is training documented on AF Form 797, **JQS Continuation Sheet** for equipment and tools not covered in CFETP? (para 7.5.1.2)

A1.2. MUNITIONS PRODUCTION SECTION (AFI 21-201 unless otherwise noted)

A1.2.1. CONVENTIONAL MAINTENANCE ELEMENT

A1.2.1.1. Does the maintenance activity perform munitions inspections as determined by the flight chief and do they forward the results and documents to other activities such as munitions inspection, operations, and control? Is there a munitions inspection letter on file and is it current? (para 4.2)

A1.2.1.2. Does the maintenance activity perform and certify demilitarization of unserviceable munitions to the level required by demil code or IAW with DRMO instructions? (para 3.4.2.)

A1.2.1.3. Are unserviceable munitions that have been declared hazardous to life and property being rendered safe by EOD? (para 26.3.1.2)

A1.2.1.4. Does the maintenance activity process munitions residue, such as expended impulse carts, ammunition brass cartridges, and particles remaining after demil operations? (para 3.4.4 and T.O. 11A-1-60)

A1.2.1.5. Are personnel who are performing and certifying munitions residue inspections following the guidelines set forth in T.O. 11A-1-60, section IV? (para 3.4.5)

A1.2.1.6. (#) Are empty containers turned in to DRMO properly certified? Are they clearly marked, sealed, and segregated from other containers? (para 3.4.5.1)

A1.2.1.7. Are PCP treated wooden boxes and pallets identified to DRMO prior to turn in? (T.O. 11A-1-60, para 1-7 & 11A-1-10, para 3.1)

A1.2.1.8. Is the maintenance activity ensuring AFI 36-2217 munitions (aircrew training) are segregated in the maintenance facility from other munitions? (para 4.1.11)

A1.2.1.9. (#) If pre-ITO munitions are assembled for OPlan contingency support, are they receiving an annual re-certification inspection and being periodically inspected to ensure serviceability IAW T.O. 11A-1-63? (para 7.3.3 and 7.3.3.1)

A1.2.1.10. Are ALS, UALS, and LALS loaded with 20MM marked with lot number, quantity and date loaded? (para 3.4.6)

A1.2.1.11. (#) Is reconciliation of AFI 36-2217 munitions being accomplished at the end of each flying day? (para 5.1.15)

A1.2.2. PGM MAINTENANCE ELEMENT

A1.2.2.1. (#) Are assigned all up round (AUR) AIM and AGM missiles and components, and required GBU data maintained in Tactical Munitions Record System (TMRS)? (T.O. 21M-1-101 and para 3.1.6.1)

A1.2.2.2. Are assigned AUR missiles and munitions identified with the AUR serialization plan for all tactical and training AURs? Do units contact the MAJCOM if additional tail numbers are needed? (T.O. 21M-1-101 and para 3.1.6.4.1)

A1.2.2.3. (#) Are tags (AFTO Form 350 and/or proper DD Form 1500 series) attached to AUR containers or components when they are other than condition code A? (para 3.4.3)

A1.2.2.4. Are load training and ICT missiles/munitions inspected at T.O. intervals? (para 3.1.1)

A1.2.2.5. Has a schedule been established for functional test due dates and next date when test is to be performed on FSC 1325 computer control groups? (AFI 21-201, para 3.1.3)

A1.2.2.6. (#) Are FSC 1325 computer control groups inspected and tested as required by item T.O. (para 3.1.4)

A1.2.2.7. Are acceleration monitoring devices (AMD)/assemblies (AMA) being maintained and records data documented in TMRS? (T.O. 21M-1-101 and para 3.1.5)

A1.2.2.8. Have TMRS monitors been identified and their names loaded in TMRS? (para 3.1.6)

A1.2.2.9. Are missile/munitions flight hours being entered accurately into TMRS at least weekly? (para 3.1.6.3. and T.O. 21M-1-101, WP 003 00, para 34)

A1.2.2.10. (#) Does the TMRS database mirror CAS accountable records and is reconciliation being performed at least semi-annually, with the results and date of last inventory identified in the Munitions Capability Report? (para 3.1.6.2 and 10.1.6.4)

A1.2.2.11. (#) Are all AUR missile/munitions and unassembled components inspected and on the correct inspection cycles and in the correct category codes as applicable. (T.O. 21M-1-101, WP 003 00, para 30)

A1.2.2.12. Is the TMRS database being maintained with correct and up-to-date data? (para 3.1.6.4)

A1.2.2.13. (#) Are any AUR missiles and or components overdue Periodic Inspection (TMRS Main Menu Option D, F, E)? (para 3.1.6.2)

A1.2.2.14. Are any AUR missiles/munitions or components overdue time changes (TMRS Main Menu Option D, C, A and TMRS Main Menu Option G, F, F)? (para 3.1.6.2)

A1.2.2.15. (#) Are current TCTOs loaded in TMRS for the items they affect (TMRS Main Menu Option D, B, D and TMRS Main Menu Option G, F, D)? (para 3.1.6.2)

A1.2.2.16. Are In Process Inspections (IPI) documented on records and performed by authorized personnel (TMRS Main Menu Option D, H, B)? (para 3.1.6.2)

A1.2.2.17. Does the TMRS AWM/AWP Report mirror the Flights AWM/AWP listing (TMRS Main Menu Option D, H, C)? (para 3.1.6.2)

A1.2.2.18. Are all container serial numbers loaded in TMRS for AUR missiles (TMRS Main Menu Option D, H, D)? (para 3.1.6.2)

A1.2.2.19. (#) Are any duplicate serial numbers loaded in TMRS (TMRS Main Menu Option N, F)? (AFI 21-201, para 3.1.6.2)

A1.2.2.20. Is the RAM Status Update disk updated monthly and sent to the RAM Program office? (T.O. 21M-1-101, WP 003 000, para 24a)

A1.2.2.21. (#) Are PQDRs submitted on all AUR missiles and munitions components as required? (T.O. 00-35D-54)

A1.2.2.22. Are AUR missiles/munitions in a configuration as authorized by item T.O.? (Per Item T.O.)

A1.2.2.23. Do munitions account custodians who are also munitions inspectors perform returned munitions inspections on their custody account munitions? (para 3.1.7)

A1.2.3. HANDLING/LINE DELIVERY

A1.2.3.1. Is accurate munitions delivery information reported to Munitions Control on a timely basis? (para 3.2)

A1.2.3.2. Are munitions holding areas being properly managed? (para 3.2.1)

A1.2.3.3. Does the Handling/Line Delivery Element assist with munitions reconciliation? (para 3.2.2)

A1.2.3.4. Are procedures available (i.e., explosive routes, runway crossing, FOD/ECP checkpoints, etc.) for delivery of munitions from the MSA to the flight line. This includes deployment and forward operating location bases, if tasked by unit plans. (para 3.2.3)

A1.2.4. MUNITIONS SUPPORT EQUIPMENT MAINTENANCE

A1.2.4.1. (#) Is assigned non-powered Munitions Materiel Handling Equipment (MMHE) inspected, maintained, and serviced IAW prescribed technical manuals? (para 3.3)

A1.2.4.2. (#) Is assigned MMHE registered and updated in CAMS? (para 3.3.2)

A1.2.4.3. Are status changes on MMHE reported to Munitions Control? (para 3.3.5)

A1.2.4.4. Are equipment records documented IAW 00-20-5? (para 3.3.6)

A1.2.4.5. Is MAJCOM notified prior to turning in munitions trailers? (para 3.3.9)

A1.2.4.6. (#) Are tire cages used and has a training plan been developed for units maintaining split or two-piece rims? (para 7.5.14)

A1.3. MUNITIONS MATERIEL SECTION (AFI 21-201 unless otherwise noted)

A1.3.1. STORAGE

A1.3.1.1. Are items removed from storage with the proper authorization and documentation? (para 4.1.2)

A1.3.1.2. Is a master storage plan being maintained? (para 4.1.3)

A1.3.1.3. (#) Is Munitions Control notified of fire and or hazard symbol changes as required? (para 4.1.5)

A1.3.1.4. Has a Courtesy Storage Agreement (CSA) been coordinated with the requesting agency before submitting to the Munitions Flight Chief for approval, and does it contain the minimum required information? (para 4.1.12)

A1.3.1.5. Is the Munitions Movement Control Worksheet or AIT being used to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area? (para 4.1.13)

A1.3.1.5.1. Are all applicable blocks on the form completed as required? (para 4.1.13.2.3)

A1.3.1.5.2. Do CAS units update munitions locations in the CAS system the same day the movement was completed using the movement control form? (para 4.1.13.2.6)

A1.3.1.5.3. If the CAS system is not operational, are updates accomplished as soon as possible? (para 4.1.13.2.6.1)

A1.3.1.5.4. Does Munitions Storage verify the accuracy of at least 20 percent of the recorded movements against a CAS transaction history and physically verify 10 percent of the moves for accuracy and completion at least weekly? (para 4.1.13.2.8)

A1.3.1.5.5. Are movement control forms filed and maintained until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle? (para 4.1.13.2.9)

A1.3.1.6. Are WRSA and WRM munitions (Category B & G) dispersed to provide a 60/40 split? (PACAF Sup 1 21-201, para 4.1.3.3)

A1.3.1.7. Has HQ PACAF/LGW approved the use of munitions structures being used for other than their intended purpose? (para 2.8.1.1)

A1.3.1.8. Is a minimum of 24 inches of earth covering maintained on igloos IAW AFMAN 91-201 and DoD 6055.9 Std? Is earth covering properly maintained and monitored to determine evidence of erosion, and has the unit (flight) initiated timely work requests for civil engineering support? (para 4.1.10.3)

A1.3.1.9. (#) Are tests and inspections being performed on lightning protection systems (LPS) according to AFI 32-1065, *Grounding Systems*? (para 4.1.10.4)

A1.3.2. MUNITIONS INSPECTION

A1.3.2.1. (#) Does the Flight Commander/Chief appoint the Senior Munitions Inspector and qualified munitions inspectors in writing? After appointment, does the Munitions Flight Commander/Chief ensure Special Experience Identifier (SEI) 836 is awarded to all qualified munitions inspectors? (para 2.9.1.4)

A1.3.2.2. Does the Inspection Element ensure all outgoing missile shipments contain a TMRS disk in the number one container and "Documents Enclosed" is stenciled in close proximity to the item nomenclature? (para 3.1.6.5)

A1.3.2.3. Does the Inspection Element process/certify munitions residue from flight line and demilitarization operations for turn-in according to T.O. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives*? (para 3.4.4)

A1.3.2.4. Does the Inspection Element certify empty containers for turn-in to Defense Reutilization Management Office (DRMO) are residue free and properly configured IAW T.O. 11A-1-60 and are clearly marked, sealed and segregated from other containers? (para 3.4.5 and 4.2.9)

A1.3.2.5. (#) Has the Senior Munitions Inspector established a comprehensive training and certification program that must be completed by all inspectors regardless of functional area? Does the program meet the criteria described in paragraphs 4.2.1.1.1 through 4.2.1.1.3? (para 4.2.1.1)

A1.3.2.6. Does the Senior Munitions Inspector conduct annual re-certifications of all assigned certified inspectors? (PACAF Sup 1 21-201, para 4.2.1.1.3)

A1.3.2.7. Does the Senior Munitions Inspector review the accuracy of CAS generated products to ensure the proper scheduling and management of all inspections, shelf/service life and restrictions for base and custody munitions assets? (para 4.2.1.2)

A1.3.2.8. Does the Senior Munitions Inspector ensure that only certified munitions inspectors perform the CAS inspection updates? (PACAF Sup 1 21-201, para 4.2.1.3)

A1.3.2.9. Does the Senior Munitions Inspector ensure AFTO Form 102s with historical value are retained indefinitely in a "reference use only" file to enable lot history reloading in the event of CAS database corruption? (PACAF Sup 1 21-201 para 4.2.1.4)

A1.3.2.10. Are munitions inspectors selected IAW paragraph 4.2.2?

A1.3.2.11. Do all munitions inspectors complete the AETC Munitions Inspection Course (by in-residence or mobile training team) or MAJCOM Munitions Inspection Seminar prior to certification? (para 4.2.2.4)

A1.3.2.12. (#) Does the Senior Munitions Inspector inform the MASO and Munitions Control immediately upon receipt of T.O. 11A-1-1, *Conventional Ammunition Restricted or Suspended* actions affecting munitions serviceability? (para 4.2.3)

A1.3.2.13. Does the Inspection Element monitor shelf/service life dates by reviewing CAS documents, assembly build sheets or the AFTO Form 15, Airmunitions Serviceability and Location Record, file and coordinate changes/updates with the MASO? (para 4.2.4)

A1.3.2.14. (#) Does the Inspection Element determine and assign appropriate condition codes to all munitions assets as directed by applicable technical orders? (para 4.2.5)

A1.3.2.15. Does the Inspection Element ensure proper tagging, marking and packing of munitions assets and affix applicable DD Form 1500 series serviceability tag on assets in other than condition code "A"? Does the Senior Munitions Inspector provide guidance necessary to ensure standard entries on all condition code tags and ensure all loose boxes or palletized loads issued to a custody account are clearly stenciled with the applicable custody account number? (para 4.2.7)

A1.3.2.16. (#) Has the Senior Munitions Inspector established a Storage Monitoring Inspection (SMI) program? (para 4.2.12)

A1.3.2.17. Does the Munitions Inspection Element perform receiving inspections within 30 days of receipt? (para 4.2.13)

A1.3.2.18. Are locally suspended and/or restricted munitions items reported to HQ PACAF/LGW for coordination with other MAJCOMs? (PACAF Sup 21-201 para 8.3.1.1.3)

A1.3.2.19. Has the flight established an operating instruction for the management of Special Packaging Instruction (SPI) containers and packing material, empty reusable containers and munitions residue inspection, certification and final disposition? (para 2.9.3.5)

A1.3.3. MASO/MUNITIONS OPERATIONS (AFI 21-201 unless otherwise noted)

A1.3.3.1. GENERAL RESPONSIBILITIES

A1.3.3.1.1. Does the commander ensure the MASO is appointed IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*? (para 2.8.4 and 12.2.1)

A1.3.3.1.2. (#) Does the MASO review all phases of the FV account operations, at least semi-annually? (para 2.10.6 and 2.10.20)

A1.3.3.1.3. Has the MASO identified, to the base WRM and transportation officer, all munitions listed in the OPLAN for shipment and receipt? (para 2.10.16)

A1.3.3.1.4. Does the MASO help the chief of logistics plans develop WRM receipt and out-load planning actions? (para 2.10.17)

A1.3.3.1.5. Does the MASO ensure no one expends WRM munitions in peacetime without approval IAW AFI 21-201, *Chapter 33*? (para 2.10.19)

A1.3.3.1.6. Does the MASO approve, sign, print name and date all paperwork only transactions prior to processing (**This may not be delegated**)? (para 2.10.23 and 16.8.2)

A1.3.3.1.7. (#) Does Munitions Operations ensure all past and present users of affected national stock/lot numbers are notified of munitions suspended/restricted by T.O. 11A-1-1? (para 4.3.8)

A1.3.3.1.8. Does the Munitions Operations Element maintain deployable accountability capability for each independent deployable unit wartime tasking? (para 4.3.11)

A1.3.3.1.9. (#) Are all munitions operations personnel trained on MUREP procedures identified in Chapter 37? (para 4.3.12)

A1.3.3.1.10. Does the Munitions Operations Element account for MAJCOM owned ISO containers utilizing CAS and appropriate condition code (CC)? (para 7.4.6)

A1.3.3.1.11. Does the MASO meet all required qualifications? (para 12.2.1.1)

A1.3.3.1.12. Did the MASO sign a certificate of transfer to signify appointment? Did they use the CAS produced certificate? If not, did they use the example in Figure 12.1 when preparing their certificate of transfer letter? (para 12.2.2)

A1.3.3.1.13. (#) Did the incoming MASO review the account using MAJCOM provided checklists and previous audit and inspection reports? Was this review accomplished, documented, and results briefed to the appointing official no later than 45 days after assumption of account? (para 12.2.4)

A1.3.3.1.14. Is the certificate of transfer, any approved waivers and the MASOs documented review maintained as long as accountable documents remain in file with their signature? (para 12.2.5)

A1.3.3.1.14.1. Was a separate certificate of transfer completed for each stock record account transferred? (para 12.2.6)

A1.3.3.1.15. Is a qualified successor appointed if the MASO is absent for more than 90 consecutive days? (para 12.2.7)

A1.3.3.1.16. Has the MASO developed locally written post-post procedures to meet the following minimum requirements? (para 18.2.1)

A1.3.3.1.16.1. Specific examples and instructions on processing all transactions in a post-post environment. (para 18.2.1.1)

A1.3.3.1.16.2. Identification of a central document control collection point. (para 18.2.1.2)

A1.3.3.1.16.3. Establishment of a recovery team, consisting of the Host System Site Administrator, Munitions Operations, Inspection, Storage, and scheduling personnel. (para 18.2.1.3)

A1.3.3.1.16.4. Systematic process for recovery of information in the CAS system after normal operations are resumed. (para 18.2.1.4)

A1.3.3.1.17. Does the Munitions Operations Element produce the CAS listings necessary to support post-post processing on a recurring basis? Are all reports identified in paragraphs 18.3.2.1 through 18.3.2.5 produced? (para 18.3.2)

A1.3.3.1.18. Does the transportation office provide the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items to be released to the transportation movement officer for shipment? (para 27.1.1)

A1.3.3.1.19. Are Commercial Off The Shelf Munitions managed IAW Chapter 32?

A1.3.3.1.20. Has the MASO developed a training program to cover all aspects of the operation, i.e., Custody accounts, CAS and Global Transportation Network (GTN) usage? (para 2.10.5.1)

A1.3.3.1.21. Has the MASO developed and implemented a self-inspection program? (para 2.10.20)

A1.3.3.1.22. Does Munitions Operations manage approved allocations? Do they ensure all allocated/authorized munitions are on-hand or due-in and provide each munitions user with written notification of their approved allocation and subsequent allocations? (para 4.3.4)

A1.3.3.2. INVENTORIES

A1.3.3.2.1. (#) Has a local operating instruction containing inventory procedures been published? (para 21.2.1)

A1.3.3.2.2. Are either CAS generated or manual inventory worksheets utilized during inventories? Are accounts frozen before the physical count? (para 21.2.2)

A1.3.3.2.3. Does the MASO ensure munitions users are aware of inventory dates? Are semi-annual inventory dates published through base media? Are only emergency requests, submitted in writing, approved by the group commander or equivalent, processed during inventories? (para 21.2.3)

A1.3.3.2.4. Does the MASO verify the inventory when initially storing munitions in sealed structures, to include Intermodal containers? After the inventory, does the MASO apply serial-numbered seals to the doors of structures? (para 21.2.6)

A1.3.3.2.5. Are count sheets annotated with: "Building number _____ is sealed with seal number _____. This seal was applied on _____(date) and the building contents are reflected on the attached inventory count sheet." (para 21.2.6.1)

A1.3.3.2.6. Is documentation retained until next physical inventory is performed? Are local procedures developed to identify sealed structure contents? (para 21.2.6.3)

A1.3.3.2.7. Are all inventories conducted and reconciled within 30 days of inventory start date? (para 21.2.4)

A1.3.3.2.8. (#) Are all Stock Record Discrepancies resolved IAW paragraph 21.6?

A1.3.3.3. STOCKPILE INVENTORIES

A1.3.3.3.1. Does the commander review, sign and return munitions inventory results letters to MASO within 15 days of receipt? (para 2.8.5)

A1.3.3.3.2. (#) Does the MASO conduct semi-annual wall-to-wall or perpetual inventories IAW 21.3.1?

A1.3.3.3.3. Are all AWM/AWP workorders and ADRs reconciled during semi-annual inventories IAW paragraph 21.3.2?

A1.3.3.3.3.1. Do units inventory items in condition code E, F, G, H and P during these inventories and follow up with transportation on status of F items awaiting shipment? (PACAF Sup 1 21-201, 21.3.2)

A1.3.3.3.4. Do units utilizing the perpetual inventory method conduct Semi-Annual Unserviceable Inventories during the months of June and December? Condition codes E, F, G, H and P will be inventoried. The requirements of paragraph 21.3.9 apply. (PACAF Sup 1 21-201, para 21.1.2.4)

A1.3.3.3.5. (#) Does the MASO conduct Monthly 10% Inventories to identify negative trends between semi-annual stock record account inventories? Are “spot checks” conducted on transactions that affect accountability during the preceding month? (para 21.3.3)

A1.3.3.3.6. (#) Are change of MASO Inventories completed IAW paragraph 21.3.4?

A1.3.3.3.7. Are all discrepancies resolved IAW paragraphs 21.3.5 through 21.3.8?

A1.3.3.3.8. Are the results of the stock record account inventories and the findings and corrective actions documented in writing and briefed to the Munitions Flight Chief, Maintenance Supervisor and commander? (para 21.3.9)

A1.3.3.3.9. Is an Inventory Accuracy Report, IS500A, produced during the Semi-annual stock record account or Change of MASO inventories and filed with the inventory package? (para 21.3.9.1)

A1.3.3.4. CUSTODY ACCOUNT INVENTORIES

A1.3.3.4.1. (#) Are semi-annual Custody Account Inventories conducted? (para 21.4.1)

A1.3.3.4.1.1. Are results of the inventory documented and briefed to the custodian and commander on the findings and required corrective actions? (para 21.4.1.1)

A1.3.3.4.1.2. Do the organizational commander, custodian and MASO sign copies of the current custody account listing and document findings? (para 21.4.1.2)

A1.3.3.4.1.3. During this inventory, does the MASO ensure custodians? (para 21.4.1.4)

A1.3.3.4.1.3.1. Comply with established procedures. (para 21.4.1.4.1)

A1.3.3.4.1.3.2. Maintain accurate custody account records. (para 21.4.1.4.2)

A1.3.3.4.1.3.3. Ensure inventory control integrity. (para 21.4.1.4.3)

A1.3.3.4.1.3.4. Follow proper storage procedures. (para 21.4.1.4.4)

A1.3.3.4.1.3.5. Adhere to safety criteria. (para 21.4.1.4.5)

A1.3.3.4.1.4. Are the current reconciled inventory listing and findings maintained until superseded by the next annual MASO Custody Account inventory? (para 21.4.1.5)

A1.3.3.4.1.5. Has the MASO determined the months to conduct Quarterly Custodian Inventories? (para 21.4.2)

A1.3.3.4.1.6. Are copies of the current inventory listing signed by the organizational commander and custodian and reviewed and signed by the MASO? (para 21.4.2)

A1.3.3.4.1.6.1. Are copies maintained in the custodians and MASOs custody jacket file? (para 21.4.2)

A1.3.3.4.1.6.2. Is the current reconciled inventory maintained until superseded by the next Quarterly Custodian inventory? (para 21.4.2.1)

A1.3.3.4.1.6.3. Are discrepancies discovered during the inventory immediately brought to the MASOs attention? (para 21.4.2.2)

A1.3.3.4.1.7. (#) When a change in the primary custodian occurs, does the departing custodian and the newly appointed custodian perform a complete physical inventory of the custody account? (para 21.4.3)

A1.3.3.4.1.7.1. Is the inventory signed by the commander and the departing and newly appointed custodians? (para 21.4.3)

A1.3.3.4.1.7.2. Is the inventory filed as the current Quarterly Custodian inventory in both the custodians and MASOs jacket file? (para 21.4.3.2)

A1.3.3.4.1.7.3. Are discrepancies discovered during the inventory immediately brought to the MASO's attention? (para 21.4.3.3)

A1.3.3.5. STOCK CONTROL

A1.3.3.5.1. Does the MASO conduct a monthly review of the appropriate Base Supply records to ensure DoD stocklisted non-nuclear munitions, missiles and related explosive/inert components that should be managed by the MASO are not on Base Supply records? (para 2.10.21 and 12.5.2.1)

A1.3.3.5.2. Does the MASO appoint TCTO monitors to ensure MASO managed munitions components for TCTO kits are requisitioned and follow-ups are performed until received? (para 2.10.22)

A1.3.3.5.3. Are all allocated/authorized munitions either on-hand or due-in? (para 4.3.4)

A1.3.3.5.4. Does Munitions Operations manage Ammunition Disposition Requests (ADR)/CAS to ensure appropriate actions are taken on unserviceable munitions? (para 4.3.9)

A1.3.3.5.5. Does the Munitions Operations Element advise the Materiel Section Superintendent of the supply status and availability of accountable items to support the mission? (para 4.3.13)

A1.3.3.5.6. Does the Munitions Operations Element reconcile the ADR file or CAS Lot history once a month? Is the reconciliation documented and are the findings and corrections briefed to the MASO? (para 4.3.15)

A1.3.3.5.7. Does the Munitions Operations Element monitor MASO managed munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control? (para 4.3.16)

A1.3.3.5.8. Does the Munitions Operations Element ensure awaiting parts (AWP) status is provided for munitions (FV) items? (para 4.3.18)

A1.3.3.5.9. Does the Munitions Operations Element provide a listing of all munitions types stored and maintained to the EOD unit providing support? This list is provided annually and

updated as changes occur. This listing will include all assigned and contingency tasked munitions. (para 4.3.21)

A1.3.3.5.10. (#) Does the Munitions Operations Element ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure? Do they report difficulties in getting munitions shipments out to the Munitions Flight Chief for resolution? (para 4.3.23)

A1.3.3.5.11. Does the Munitions Operations Element ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles have unserviceable shipment Transportation Control Number (TCN) and quantity of failed items in the "Comments" field for requisitions made through CAS? (para 4.3.24)

A1.3.3.5.12. Is date departed station updated in CAS intransit record when shipments physically depart station? (para 12.5.4)

A1.3.3.5.13. Is paragraph 12.6.1 criteria met for the release of ammunition and explosive items to agencies or individuals outside the Air Force? (para 12.6.1)

A1.3.3.5.14. Is AF Form 1996 utilized to support stock levels for items without a Master Subsidiary Relationship Code? (para 14.1.6)

A1.3.3.5.15. Are only personnel authorized to receipt for munitions used to in-check assets? (para 20.1.1)

A1.3.3.5.16. When the received quantity, lot number, or NSN is different from the shipping document, does the in-checker circle the erroneous information on the document and enter correct information and initial? (para 20.1.1.1)

A1.3.3.5.17. Are assets placed on accountable records within 5 workdays of receipt? (para 20.3.1)

A1.3.3.5.18. (#) Is the CAS DIFM listing (IS535A) used to monitor DIFM assets to ensure they are returned within 15 days of physical issue? (para 23.2.1.2)

A1.3.3.5.19. (#) Has the MXG established procedures to manage the cartridge actuated device/propellant actuated device (CAD/PAD) time change requirements forecast IAW T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*? (para 2.7.3.2)

A1.3.3.5.20. Does the Munitions Operations Element coordinate with inspection and storage elements before requisitioning new items or large quantities of munitions to confirm storage space and technical data is available? (para 4.3.19 and 19.2)

A1.3.3.5.21. Does the Munitions Operations Element limit munitions requisitions to yearly allocations, plus or minus Quantity Unit Pack (QUP)? (para 4.3.20 and 19.2.1)

A1.3.3.5.22. Does the Munitions Operations Element initiate follow up action for conventional munitions with OO-ALC/WM and air-to-air missiles with WR-ALC/LKGL for all requisitions made against wing SRAN/DoDAACs? (para 4.3.22)

A1.3.3.5.23. Does the Munitions Operations Element ensure OO-ALC managed guidance systems are requisitioned as failures occur? (para 4.3.25)

A1.3.3.5.24. Does the MASO ensure the appropriate Project Code and requisitioning priorities are used? Are requests for expedited support or deviations coordinated through MAJCOM prior to processing? (para 19.2.2)

A1.3.3.5.25. Do requisitions submitted to support the annual DLAR identify the appropriate fiscal year for which the DLAR applies? (para 19.2.3)

A1.3.3.5.26. Is the Requisition Status Report, ISI05A, used to monitor requisitions? (para 19.3)

A1.3.3.6. CUSTODY ACCOUNTS

A1.3.3.6.1. (#) Do commanders ensure departing personnel transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before release from duty? (para 2.7.4.9)

A1.3.3.6.2. Do commanders initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required? (para 2.7.4.14)

A1.3.3.6.3. Does the MASO provide the organization or unit commander a briefing on custody account responsibility not later than 30 days after submission of AF Form 68? (para 2.10.7)

A1.3.3.6.4. Has the Munitions Flight published a wing supplement to AFI 21-201 to establish Munitions accountability procedures? Do procedures cover all required areas? (para 2.7.3.1)

A1.3.3.6.5. (#) Does the MASO notify customers verbally and follow up in writing to appropriate commander within 24 hours of suspended or restricted ammunition? Is documentation filed in Custody Account jacket file? (para 2.10.13)

A1.3.3.6.6. Does Munitions Operations provide each munitions user with written notification of their approved allocation and subsequent allocations? (para 4.3.4)

A1.3.3.6.7. Does the Munitions Operations Element load unit allocations in CAS IAW MAJCOM instructions and ensure obsolete levels are deleted? (para 14.1.2)

A1.3.3.6.8. Does the MASO approve customer requests for excess non-expendable assets left on custody accounts (special levels)? (para 14.1.5.1)

A1.3.3.6.9. Are all request for out of cycle allocation increases or additions prepared and coordinated IAW instructions in paragraph 14.2?

A1.3.3.6.10. Are all AF Form 68s accomplished/reaccomplished, approved and maintained IAW Chapter 17?

A1.3.3.6.11. Does the MASO or designated representative brief all personnel listed on the AF Form 68 on their responsibilities? Is this briefing documented and filed in account folders IAW paragraph 17.2.2.1? Is briefing conducted within 30 days of appointment? (para 17.2.2 and 2.10.9)

A1.3.3.6.12. Are all personnel briefed within 30 days of MASO approval date on AF Form 68, or prior to receiving custody of munitions, whichever is sooner? (para 17.2.2.2)

A1.3.3.6.13. Are deletions from an AF Form 68 handled IAW paragraph 17.2.2.4?

A1.3.3.6.14. Does the Munitions Operations Element maintain Custody Account Jacket Files IAW paragraph 22.3?

A1.3.3.6.15. Are consumption issues limited to those assets consumed or installed within 15 days? (para 23.2.1)

A1.3.3.6.16. (#) Does the MASO or designated representative review and approve all issue requests? (para 23.6.1)

A1.3.3.6.17. Does the consuming organization or activity provide the MASO with expenditure documents within 5 duty days? (para 24.1.2)

A1.3.3.6.18. Does the MASO review all FOB transactions to determine the need for a special inventory before processing the document? Does each turn-in document carry the following statement: "I have determined upon review of the transaction, that a special inventory (is)(is not) required?" (para 25.6.1)

A1.3.3.6.19. Does the MASO submit munitions forecast as directed by the MAJCOM? (para 2.10.11 and Chapter 13)

A1.3.3.6.20. Does Munitions Operations submit requirements forecasts for agencies without a MAJCOM Munitions User Functional Manager (MUFM)? (para 4.3.3)

A1.3.3.7. DOCUMENT CONTROL

A1.3.3.7.1. Does the MASO request and maintain copies of letters appointing munitions inspectors? (para 2.10.4)

A1.3.3.7.2. Is Munitions Operations Document Control the focal point for processing and filing accountable/auditable documents? (para 4.3.5)

A1.3.3.7.3. (#) Are all accountable and auditable documents maintained in the "Document Control" files? Accountable and auditable documents are those affecting asset balances. They include the following: (para 16.1.2)

A1.3.3.7.3.1. Issues. (para 16.1.2.1)

A1.3.3.7.3.2. Expenditures. (para 16.1.2.2)

A1.3.3.7.3.3. Turn-ins. (para 16.1.2.3)

A1.3.3.7.3.4. Shipments. (para 16.1.2.4)

A1.3.3.7.3.5. Receipts. (para 16.1.2.5)

A1.3.3.7.3.6. Inventory Adjustments. (para 16.1.2.6)

A1.3.3.7.3.7. Identity Changes. (para 16.1.2.7)

A1.3.3.7.3.8. ADRs. (para 16.1.2.8)

A1.3.3.7.3.9. Reverse Posts. (para 16.1.2.9)

A1.3.3.7.3.10. ISCO5A Documentation. (para 16.1.2.10)

A1.3.3.7.4. Has the MASO published an operating instruction defining document flow? (para 16.1.4)

A1.3.3.7.5. Does the MASO designate, by letter, personnel authorized access to the document control files and records? (para 16.1.5)

A1.3.3.7.6. Are Munitions Operations personnel aware they cannot make changes to the quantity, stock, lot or document number on expenditures? Only the certifying official can make changes to these fields and must initial changes. (para 16.2.1.1)

A1.3.3.7.7. Do certifying officials initial changes to stock number or quantity fields for issue requests? Does the originator authorize munitions accountability personnel to make these changes and if so, provide written authorization? Is written authorization attached to the document? (para 16.2.1.2)

A1.3.3.7.8. Are all documents stamped IAW paragraph 16.2.3 when they are produced or received?

A1.3.3.7.8.1. Is all documentation filed in document control stamped "DOCUMENT CONTROL COPY"? (PACAF Sup 1 21-201, para 16.2.3.2)

A1.3.3.7.9. Are all documents monitored IAW the following? (para 16.3)

A1.3.3.7.10. Is the Document Control Report (ISE02A) used to monitor the status of documents? When CAS-D is used, units will maintain hard copy suspense files for all auditable documents. (para 16.3.1)

A1.3.3.7.11. Is the ISEO2A reviewed daily and annotate current status and location of each document? (para 16.3.2)

A1.3.3.7.12. Are all delinquent documents identified and handled as follows? Units will maintain a log of the status of documents that would otherwise be delinquent if that status were not known. (para 16.4.1)

A1.3.3.7.12.1. Issues, expenditures, receipts, turn-ins, identity changes and reverse posts will be returned to Document Control within 10 workdays. (para 16.4.1.1)

A1.3.3.7.12.2. Shipments and ADRs will be returned to Document Control no later than 5 days after shipment departs station or disposition instructions are complied with. (para 16.4.1.2)

A1.3.3.7.12.3. Inventory adjustments will be filed in document control within 20 days. (para 16.4.1.3)

A1.3.3.7.12.4. Is a delinquent document listing produced weekly for documented review by the MASO? Is it annotated with current status and location of each document? (para 16.4.1.4)

A1.3.3.7.13. Does the MASO designate, in writing, Munitions Operations personnel to perform final quality control of accountable documents? Does the letter provide the appointed person's full name with a specimen signature or initials for verification? (para 16.5.1 and PACAF Sup 1)

A1.3.3.7.14. (#) Do all documents receive a quality check, using Table 16-1, prior to filing in the Document Control files?

A1.3.3.7.14.1. Is all documentation checked for correct NSN, quantity, unit of issue, document number, lot/serial number and condition code? Are they also checked for valid sig-

natures against AF Form 68, and other letters of authorization? Do items that are controlled by serial number have the serial number annotated on all accountable documents? (para 16.5.2.1)

A1.3.3.7.14.2. Are all documents filed in document number sequence by fiscal year (1 October – 30 September)? (para 16.5.2.2)

A1.3.3.7.15. Are illegible or incomplete documents returned to the responsible activity for correction? (para 16.5.3)

A1.3.3.7.16. Are filed documents removed from the Print Document Control (ISE01A). (para 16.5.4)

A1.3.3.7.17. Is the AF Form 614, Charge out Record or AF Form 1208, Change Out Record – EAM Card, used to track documents removed from file? (para 16.6.1)

A1.3.3.7.18. Are all missing and lost documents processed IAW paragraph 16.6.3?

A1.3.3.7.19. Do Document Control personnel file all authorization and delegation of authority letters and correspondence required by the munitions account? (para 16.6.4)

A1.3.3.7.20. As a minimum, does the MASO maintain the following correspondence/letters: (para 16.6.5)

A1.3.3.7.20.1. AF Form 68 with original signatures. (para 16.6.5.1)

A1.3.3.7.20.2. MASO appointment package (Certificate of Transfer, approved waivers, and documented account review). (para 16.6.5.2)

A1.3.3.7.20.3. Personnel authorized to dispose of munitions (normally EOD personnel). (para 16.6.5.3)

A1.3.3.7.20.4. Personnel authorized to demilitarize munitions (normally 2W0 personnel). (para 16.6.5.4)

A1.3.3.7.20.5. Personnel authorized to receipt for munitions and explosive items, including classified items, which are being released to the transportation movement officer for shipment. (para 16.6.5.5)

A1.3.3.7.20.6. Munitions Inspector appointment letters. (para 16.6.5.6)

A1.3.3.7.20.7. Personnel authorized to receipt of registered mail, classified, explosive pilferable, sensitive, hazardous and general cargo consigned to FV____. (PACAF Sup, para 16.6.5.8)

A1.3.3.7.20.8. Personnel authorized to perform non-technical inspections (for paper-work-only transactions). (PACAF Sup 1 21-201, para 16.6.5.9)

A1.3.3.7.20.9. Appointment of Base Munitions WRM Officer. (PACAF Sup 1 21-201, para 16.6.5.10)

A1.3.3.7.21. Before processing RVPs, does the MASO sign a memorandum containing a brief explanation of the circumstances? (para 16.7.1)

A1.3.3.7.21.1. Is this memorandum attached and filed with each RVP? (para 16.7.1.1)

A1.3.3.7.21.2. Did the MASO sign, print name and date the RVP document? (para 16.7.1.2)

A1.3.3.8. WAR RESERVE STOCKS FOR ALLIES

A1.3.3.8.1. (#) When stored in the same storage structure, are War Reserve Stocks for Allies (WRSA) munitions separated from USAF WRM stocks and marked appropriately? (para 40.6.1, PACAF Sup)

A1.3.3.8.2. Are WRSA and USAF WRM stocks maintained on separate stock record account numbers (SRANs)? (PACAF Sup 1 21-201, para 40.6.2)

A1.3.3.8.3. Is the MASO (Senior QAE) familiar with WRSA release and transfer procedures? (PACAF Sup 1 21-201, para 33.13.4)

A1.3.3.8.4. Do MAGNUMS report WRSA munitions condition code changes to 607ASUS/LGW for evaluation? (PACAF Sup 1 21-201, para 33.13.3.6,)

A1.3.3.9. CONTAINER MANAGEMENT

A1.3.3.9.1. Are FSC 8140 reusable containers with ERRC T (XD2) managed on FV accountable records? (para 29.1.1)

A1.3.3.9.2. (#) Are enough empty munitions containers on hand to package all built-up complete rounds? (para 29.1.6.2)

A1.3.3.9.3. Are excess FSC 8140 reusable containers (XD2) shipped to the address specified in the Repairable Item Movement Control System (RIMCS)? (para 29.1.2.4)

A1.3.3.9.4. Does the inventory of empty containers exceed that authorized? (para 29.1.6.3)

A1.3.3.9.5. Are empty containers that are on custody accounts on accountable records? (PACAF Sup 1 21-201, para 29.1.6)

A1.3.3.9.6. Are empty munitions, missile component and AUR containers inventoried with scheduled custody account or account inventories? Does the MASO direct turn-in of empty containers not found on accountable records and resolve the condition for the unreported items? (para 29.1.8)

A1.3.3.10. CONTINGENCY/COMBAT OPERATIONS

A1.3.3.10.1. (#) Are Munitions Operations personnel trained to report munitions capability information via Air Force Munitions Report (AFMUREP)? (para 37.3)

A1.3.3.10.1.1. Are instructions for MUREP that are posted on HQ PACAF LGW classified home page being utilized for training and exercises, and contingencies? (PACAF Sup 1 21-201, para 37.3.4)

A1.3.3.10.2. (#) When deploying to a location with an established SRAN/DoDAAC for longer than 30 days, is accountability of munitions transferred to the gaining MASO? (para 34.1.1)

A1.3.3.10.3. (#) Do QAEs participate in Munitions Employment Plan (MEP) development to verify if actions are viable? (PACAF Sup 1 21-201, para 40.5.11)

A1.4. MUNITIONS SYSTEMS SECTION (AFI 21-201 unless otherwise noted)

A1.4.1. MUNITIONS CONTROL ELEMENT

A1.4.1.1. GENERAL RESPONSIBILITIES

A1.4.1.1.1. Does the facility meet the following minimum standards, to include construction to meet the minimum-security standards commensurate with the information maintained and stored? (para 5.1.2)

A1.4.1.1.1.1. Is the door made of solid wood or metal faced construction with a peephole or other suitable method to identify personnel before granting entry? Do doors mechanically or electrically lock to control access? (para 5.1.2.1)

A1.4.1.1.1.2. Are room(s) completely enclosed, air conditioned, and heated. Walls and ceilings are covered with acoustical material to reduce noise levels? (para 5.1.2.2)

A1.4.1.1.1.3. Are floors covered with an industrial grade carpet? (para 5.1.2.3)

A1.4.1.1.1.4. Are standby power and emergency lighting available? (para 5.1.2.4)

A1.4.1.1.1.5. Are there two dedicated munitions Land Mobile Radio (LMR) Nets, 1 for production and 1 for materiel? (para 5.1.2.5)

A1.4.1.1.1.6. Is there secure voice communication capabilities, Secure Telephone Unit-III (STU-III)? (para 5.1.2.6)

A1.4.1.1.1.6.1. Is there a Secure Internet Protocol Network (SIPRNET) capability within the Munitions Flight? (para 5.1.2.6.1)

A1.4.1.1.1.7. Are there dedicated telephone lines to the required agencies: (para 5.1.2.7)

A1.4.1.1.2. Are the following items maintained utilizing visual aids (i.e. notebooks, boards, computers, etc.): (para 5.1.3)

A1.4.1.1.2.1. Workorder status for all munitions/maintenance operations to include: (para 5.1.3.1)

A1.4.1.1.2.1.1. Location of operation. (para 5.1.3.1.1)

A1.4.1.1.2.1.2. Crew size. (para 5.1.3.1.2)

A1.4.1.1.2.1.3. Description of Operation. (para 5.1.3.1.3)

A1.4.1.1.2.1.4. Start/Stop time. (para 5.1.3.1.4)

A1.4.1.1.2.2. TCTO status to include: (para 5.1.3.2)

A1.4.1.1.2.2.1. TCTO number. (para 5.1.3.2.1)

A1.4.1.1.2.2.2. Number of kits ordered (quantities, document number and date). (para 5.1.3.2.2)

A1.4.1.1.2.2.3. Number of kits received (quantity and date). (para 5.1.3.2.3)

A1.4.1.1.2.2.4. Number completed. (para 5.1.3.2.4)

A1.4.1.1.2.2.5. Number not completed. (para 5.1.3.2.5)

A1.4.1.1.2.2.6. Rescission date. (para 5.1.3.2.6)

A1.4.1.1.2.2.7. Lot/serial number. (para 5.1.3.2.7)

A1.4.1.1.3. Is a current copy of the master identification (ID) listing maintained? The master ID listing can be a combination of any (TMRS, CAS, CAMS etc.) listings/visual aids that list all equipment assigned. (para 5.1.3.3)

A1.4.1.1.3.1. Does Control assign ID numbers for end items according to 00-20 series T.O.s and make inputs to update the master ID listing? (para 5.1.3.3.1)

A1.4.1.1.4. Are visual aids/listings updated to reflect current status and recurring maintenance cycles? (para 5.1.3.4)

A1.4.1.1.5. Are map(s) maintained showing the entire munitions storage area(s), primary and alternate explosives routes, evacuation route(s), and sited explosives locations outside the MSA (e.g.: aircraft parking locations, hot cargo pads, railheads, munitions holding areas, etc.). (para 5.1.4)

A1.4.1.1.6. (#) Are inspections and ohms testing results of lightning protection, static ground systems and static grounded worktables maintained? Testing and visual inspection will be performed at intervals according to DoD 6055.9-STD, *DoD Ammunition and Explosive Safety Standards*, AFMAN 91-201 and AFI 32-1065. (para 5.1.5.1)

A1.4.1.1.6.1. Is wing weapons safety notified when deficiencies or discrepancies exist involving lightning protection or static ground systems for risk assessment code application? (para 5.1.5.1.1)

A1.4.1.1.6.2. Are the last six inspection cycles maintained IAW with DoD 6055.9-STD? (para 5.1.5.1.2)

A1.4.1.1.7. Are emergency action checksheets such as war/contingency plan execution notification, crash, fire, severe weather and explosive mishaps developed, maintained and used? (para 5.1.6)

A1.4.1.1.7.1. Are all checksheets involving explosive operations coordinated through Wing Safety and Quality Assurance? (para 5.1.6)

A1.4.1.1.8. Is the status of the following maintained using Munitions Control 2000 (MC2K): (para 5.1.8)

A1.4.1.1.8.1. Listing of individuals authorized access to keys (structure, bay, etc.)? (para 5.1.8.1)

A1.4.1.1.8.2. MICAP reportable equipment status? (para 5.1.8.2)

A1.4.1.1.8.3. Munitions trailer status. (Types, quantities, and locations, ID numbers or locally assigned field numbers, commission status, periodic inspection due dates, nuclear certification)? (para 5.1.8.3)

A1.4.1.1.8.4. Vehicle status (Types, registration number, commission status, nuclear certification). (para 5.1.8.4)

A1.4.1.1.8.5. Facility status (Facility number, fire, hazard symbol of each facility, highest Risk Category and if classified munitions are maintained in the structure). Refer to Table 2.1 for Risk Category and CHC conversion matrix. (para 5.1.8.5)

A1.4.1.1.8.6. Assembled, ready munitions or missiles including training munitions. Include sortie surge and AFI 36-2217 munitions. (para 5.1.8.6)

- A1.4.1.1.8.7. Personnel status (Authorized, assigned, available for duty). (para 5.1.8.7)
- A1.4.1.1.8.8. Aircraft or munitions generation status (Aircraft tail number, location, type munitions and quantity). (para 5.1.8.8)
- A1.4.1.1.8.9. Notification of Security Forces and Fire Department. (para 5.1.8.9.)
- A1.4.1.1.8.10. Missile and guided munitions, built-up (ready) and captive (Serial/assembly lot numbers, cumulative flights, days on aircraft (if required), number of captive flights, hours since last inspection.). (para 5.1.8.10)
- A1.4.1.1.8.11. Munitions test equipment status (in/out). (para 5.1.8.11)
- A1.4.1.1.9. Has a backup system (blocks of job control numbers, logs, etc.) been developed for deployments and during interrupted MC2K service? (para 5.1.9)
- A1.4.1.1.10. Does Control manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs? Are these programs reviewed weekly during the scheduling meeting? (para 5.1.10)
 - A1.4.1.1.10.1. Does Control maintain the deferred discrepancy file (AWM/AWP) on munitions items and equipment, except aircraft components, for scheduling purposes? (para 5.1.10.1)
- A1.4.1.1.11. Are the monthly maintenance and inspection forecasts and weekly munitions maintenance and inspection schedules prepared and consolidated? Do they contain the following information as a minimum? (para 5.1.11)
 - A1.4.1.1.11.1. Periodic inspections of munitions by item and lot or serial number. Including periodic inspection and maintenance of inert and dummy training items when required by specific item technical order. The schedule must contain the quantity of each item scheduled for inspection/maintenance. (para 5.1.11.1)
 - A1.4.1.1.11.2. Fire drills. (para 5.1.11.2)
 - A1.4.1.1.11.3. Munitions monthly, quarterly and semi-annual inventories. (para 5.1.11.3)
 - A1.4.1.1.11.4. Munitions requested to support aircrew training. (para 5.1.11.4)
 - A1.4.1.1.11.5. Inspection and maintenance of munitions test and support equipment by type and serial or ID number. (para 5.1.11.5)
 - A1.4.1.1.11.6. TCTO actions. (para 5.1.11.6)
 - A1.4.1.1.11.7. AWM and AWP status. (PACAF Sup 1 21-201, para 5.1.11.7)
 - A1.4.1.1.11.8. Status of actions to be taken for approved ADRs. (PACAF Sup 1 21-201, para 5.1.11.8)
- A1.4.1.1.12. Are copies of the results for the last six fire drills maintained? (PACAF Sup 1 21-201, para 5.1.11.2)
- A1.4.1.1.13. Does Control promptly make the following notifications? (para 5.1.13)
 - A1.4.1.1.13.1. Inform Security Forces of changes in magazine contents affecting classification or Risk Category and document notification. (para 5.1.13.1)

A1.4.1.1.13.2. Inform the Fire Department of any “HC/D 1.1” explosives movements outside the MSA or of changes in magazine contents affecting fire symbols or hazard symbols and document notification. (para 5.1.13.2)

A1.4.1.1.14. Schedules, controls, and directs the maintenance of inert and dummy training items and non-powered munitions support and handling equipment? (para 5.1.14)

A1.4.1.1.15. Is Control the focal point for the daily reconciliation of AFI 36-2217 expenditures, and tracking of missile flying hours? At the end of the flying day, are all AF munitions issued to the flight line accounted for? (para 5.1.15)

A1.4.1.1.15.1. If unable to reconcile, does Munitions Control contact the appropriate functional area to determine if the disparity is due to an error in reporting, documentation or physical loss. Until accounts are reconciled, are munitions deliveries stopped? (para 5.1.15.1)

A1.4.1.1.16. Is the status of all assembled munitions and missiles monitored, to include service life expiration of components? (para 5.1.16)

A1.4.1.1.17. Are supporting activities notified before starting hazardous operations or training exercises, such as chemical operations, fire drills, evacuation drills, or EDM exercises? (para 5.1.17)

A1.4.1.1.18. Does a controller attend the daily or weekly maintenance operations scheduling meetings to update munitions support requirements? Is the individual attending these meetings knowledgeable of all munitions support capabilities and limiting factors? (para 5.1.18)

A1.4.1.2. KEY AND LOCK MANAGEMENT

A1.4.1.2.1. Is the Munitions Flight Chief appointed in writing by the installation commander to manage and control the key, lock and cylinder program in the Munitions Flight? (para 2.9.3.9)

A1.4.1.2.2. Does the Munitions Flight Chief sign the DD Form 577, Signature Card, automated listing or letter authorizing individuals to sign for keys to munitions maintenance and storage facilities? Does the key issuing authority maintain the documentation? (para 2.9.3.9.1)

A1.4.1.2.3. (#) Are key and lock custodians, who are responsible for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities, appointed in writing IAW with DOD 5100.76M? (para 5.1.19.2.1)

A1.4.1.2.4. Does the munitions flight have approved written procedures to manage keys, locks and cylinders? If the Storage Element issues and receives keys, are written procedures developed designating specific responsibilities? (para 5.1.19)

A1.4.1.2.5. Does each lock securing a munitions storage or maintenance structure have a primary, and control (maintenance) key? (para 5.1.19.2.2)

A1.4.1.2.6. (#) Are operational keys to Category I and II storage structures secured in General Services Administration (GSA)-approved Class 5 security container. (DoD 5100.76M, para AP2.4)

A1.4.1.2.7. (#) Are rooms where structure keys are stored secured during non-duty hours? Is access restricted to individuals authorized by the Munitions Flight Chief? (para 5.1.19.2.2.8)

A1.4.1.2.8. Are primary and spare key sets stored in different key boxes or safes? (para 5.1.19.2.2)

A1.4.1.2.9. (#) Is the lock replaced or recylindere if the key is lost or compromised? (para 5.1.19.2.2.2)

A1.4.1.2.10. Are locks/padlocks locked to the hasp when the entry gate, munitions structure or key container is open to prevent theft or substitution of the lock? (para 5.1.19.2.2.11)

A1.4.1.2.11. Has the Munitions Flight Chief designated personnel authorized to issue/receive keys in writing? Does the letter have the required privacy act statement and is marked "FOUO"? Are pen and ink additions prohibited? (para 5.1.19.2.3)

A1.4.1.2.11.1. Does the list include name, grade, (i.e. Officer/enlisted/civilian), Security Clearance and last 6 of SSAN? (para 5.1.19.2.3.1)

A1.4.1.2.11.2. Do issue authorities maintain a current copy and verify authorization prior to issuing/transferring keys? (para 5.1.19.2.3.2)

A1.4.1.2.11.3. Do personnel receiving keys have a security clearance equal to or greater than the munitions items being secured by the keys and locks? (para 5.1.19.2.3.3)

A1.4.1.2.12. Are spare cylinders, lock bodies with cylinders installed and keys stored in a safe, metal box, or similar container protected by a GSA-approved 3-position combination lock? Are reserve cylinders and keys will be inventoried during the key and lock audit? (para 5.1.19.2.2.12.)

A1.4.1.2.13. (#) Are locally developed key serial numbers engraved or stamped on the bows of the keys to aid in auditing and control? (para 5.1.19.2.9.1)

A1.4.1.2.14. Is an AF Form 2427 used to register padlocks, cylinders and keys used on munitions facilities, including spares? Are completed forms maintained for 1 year. (para 5.1.19.2.9)

A1.4.1.2.15. Is key issue/receipt authority designated in writing using name, grade, last 6 of SSAN, security clearance and building keys authorized to receipt for? Is the letter marked with required privacy act statement and "For Official Use Only"? (5.1.19.2.1.2)

A1.4.1.2.16. (#) Are keys, locks and cylinders audited semiannually IAW DoD 5100.76M? (para 5.1.19.2.9.4)

A1.4.1.2.17. Are keys, locks and cylinders audited and documented with each change of key and lock custodian? (para 5.1.19.2.5.2)

A1.4.1.2.18. Is AF Form 2432, Key Issue Log, used to record key issues, transfers, turn-ins and inventories? (para 5.1.19.2.3.4)

A1.4.1.2.19. Does the key issue authority document key transfers between authorized individuals? (para 5.1.19.4.4.7)

A1.4.1.2.20. (#) Are the key sets inventoried by serial number at the end of each shift, if used, and weekly if not used? (para 5.1.19.2.5.)

A1.4.1.2.21. Is cylinder and lock maintenance performed, IAW TO 44H2-3-1-101, at least every 6 months and the maintenance documented? (para 5.1.19.2.2.6)

A1.4.1.2.22. Are separate AF Forms 2432 used for each primary, spare and control key Set? Is the top of each form marked with the appropriate set title? (para 5.1.19.2.4)

A1.4.1.2.23. Are high security locks securing classified munitions rotated or replaced at least annually? Is this action documented on the AF Form 2427? (para 5.1.19.2.9.3)

A1.4.2. CAS

A1.4.2.1. Are the CAS trusted officials approved by the commander (SA, CSSO, SOs)? (para 5.2.2.)

A1.4.2.2. (#) Is the full system backup performed daily? (PACAF Sup 1 21-201, 5.2.10.1)

A1.4.2.3. (#) Has the CSSO (or CAM when web based CAS is implemented) validated the appropriate clearance, need to know and that the individual has signed a SF Form 312, before granting access to the system? (AFI 31-401, para 5.4 and 5.5)

A1.4.2.4. Does the CSSO (or CAM when web based CAS is implemented) maintain a current roster of all personnel authorized access to the system? (PACAF Sup 1 21-201, para 5.2.9)

A1.4.2.5. Is access to the ISC05A program limited to the SA? Has the MASO and MAJCOM approved its use? (para 5.2.7)

A1.4.2.6. (#) Does the SSO review audit trails weekly? (PACAF Sup 1 21-201, para 5.2.10.6)

A1.4.3. COMBAT PLANS/TRAINING STANDARDIZATION ELEMENT

A1.4.3.1. (#) Have CMPs been developed to support tasked OPlans/CONPLANs/DOC statements? (para 5.3.1.1)

A1.4.3.2. Have CMPs been developed IAW Chapter 9?

A1.4.3.3. Is the plans supervisor fully knowledgeable with all applicable war and contingency plan annexes/appendixes, which pertain to the Munitions Flight? (para 5.3.1.3)

A1.4.3.4. (#) Are personnel on mobility trained and provided with the necessary documents, individual equipment and immunizations? (para 5.3.1.5)

A1.4.3.5. Are all personnel mobility folders maintained and accounted for? (para 5.3.1.6)

A1.4.3.6. Is the current status of personnel and equipment availability identified to support deployment plans maintained using MC2K? (para 5.3.1.7)

A1.4.3.7. Is flight mobility equipment marked, packaged and inspected at the required intervals? (para 5.3.1.8)

A1.4.3.8. Is weekly mobility status provided to the Munitions Flight Chief at the weekly scheduling meeting, highlighting any potential/actual limiting factors and recommended corrective actions? (para 5.3.1.9)

A1.4.3.9. Has equipment on mobility been marked, packaged and inspected at the required intervals? (para 5.3.1.8)

A1.4.3.10. Does the training supervisor oversee the munitions training programs, implementation of training standards, development of training plans, local policies and procedures? (para 5.3.2)

A1.4.3.11. Has the flight developed a munitions buildup task-training list that is used during training for all munitions operations? Are munitions personnel trained and qualified to support unit missions? Are the UCML, the pre-integrated tasking order, operational support, aircrew training syllabus and employment plans/base support plans used to determine scope of the training program? (para 2.9.2.5.1)

A1.4.3.12. Has the flight established the number of personnel to train on each tasked munitions to meet the unit's most demanding requirement? (para 2.9.2.5.2)

A1.4.3.13. Has the training supervisor developed a Combat Munitions Training Program (CMTP), designed to familiarize personnel on munitions requirements for all contingencies (in-place or deployed) and OPLAN taskings? (para 2.9.2.3)

A1.4.3.14. Has the Munitions Flight Chief approved all formal lesson plans for academic classroom instruction after coordination with Wing safety (overall safety content) and Quality Assurance (technical accuracy)? Do they contain the required information? (para 5.3.3 and 2.9.2.5.2.1)

A1.4.3.15. Has the flight chief designated CMTP instructors in writing? (para 2.9.2.5.2.2)

A1.4.3.16. Is CMTP training required for all E-7s and below? (para 5.3.5)

A1.4.3.17. Does the program cover all facets of the units conventional munitions contingency tasking? (para 5.3.5.1)

A1.4.3.18. Do all personnel receive employment/base support plan training on their portion of the plan during their CMTP training? (para 5.3.5.3)

A1.4.3.19. Does the training supervisor maintain an automated training tracking system for all munitions personnel? (para 5.3.6)

A1.4.3.20. Are local course codes assigned and documented in appropriate training lists? (para 5.3.6.1)

A1.4.3.21. Is training conducted a minimum of every 15 months during AEF preparation times? Are Korea units conducting training on an annual basis? (para 5.3.6.2)

A1.4.3.22. Is annual buildup training documented in the local automated training tracking system? (para 5.3.10.3.2)

A1.4.3.23. Is the Core Automated Management System (CAMS) used to track training for all munitions flight personnel? (para 5.3.6)

A1.4.3.24. Is training documentation standardized throughout the flight to ease the transfer of personnel between elements? (para 2.9.2.2)

A1.4.3.25. Do element Master Training Plans cover peacetime and contingency tasks? (para 2.9.2.5)

A1.4.3.26. Does the training supervisor review and validate the annual munitions flight training munitions forecast? Are training munitions scheduled for maintenance? (para 5.3.2.2.1)

A1.4.3.27. Does the training supervisor monitor training documents to ensure munitions flight personnel have completed recurring training requirements? (para 5.3.2.4.)

A1.4.3.28. Does the training supervisor develop and coordinate training schedules, and provide them to Munitions Control for publication in the munitions maintenance schedules? (para 5.3.2.5)

A1.4.3.29. Does the training supervisor provide non-munitions augmentee personnel initial and recurring explosives safety and practical training on their expected duties? (para 5.3.2.6)

A1.5. SECURITY

A1.5.1. SECURE CONTAINER (DOD 5200.1-R)

A1.5.1.1. (#) Is classified information secured under conditions adequate to prevent access by unauthorized persons? (para C6.4.1)

A1.5.1.2. Is a periodic review of classified material accomplished to ensure only the minimum is required for mission accomplishment? (para C6.4.1)

A1.5.1.3. (#) Is access to the combination of a vault or container used for the storage of classified information granted only to those individuals who are authorized access to the classified information stored therein? (para C6.4.6.2.4)

A1.5.1.4. Are there any external markings on your containers or vaults that reveal the level of classified information authorized to be or actually stored? (para C6.4.6.1)

A1.5.1.5. Are there any priorities for emergency evacuation and destruction marked on security containers? (para C6.4.6.1)

A1.5.1.6. (#) Are combinations changed whenever an individual knowing the combination no longer requires access? (para C6.4.6.2.1.2)

A1.5.1.7. If there is a written record of the combination, is it marked with the highest classification of the material stored in the security container? (para C6.4.6.2.2)

A1.5.2. RESOURCE PROTECTION

A1.5.2.1. Has the munitions flight chief developed written entry control procedures for the MSA? (AFI 21-201, para 2.9.3.8.)

A1.5.2.2. (#) Unless continuously manned or under constant surveillance, are Category I and II storage facilities protected by IDS? (DoD 5100.76-M, para C3.1.3.)

A1.5.2.3. Do clear zones extend 12 feet on the outside and 30 feet on the inside of the enclave perimeter fence? (DOD 5100.76-M, pg. 5-3, para C3.1.5.3)

A1.5.2.4. (#) Is exterior lighting provided for all category I and II storage facilities? (AFI 31-101, para 23.3.3.10)

A1.5.2.5. Is the MSA an established controlled area? (AFI 31-101, para 23.2.1)

A1.5.2.6. Does Munitions Control notify CSC of controlled item codes (CIC) changes? (AFI 31-101, para 23.2.4)

A1.6. SAFETY

A1.6.1. EXPLOSIVE SAFETY

A1.6.1.1. (#) Is weapons safety training given prior to doing weapons/munitions related tasks and then annually thereafter, and is it tailored to specific duties, weapons systems and munitions involved? (AFI 91-202, para 10.10.2)

- A1.6.1.2. (#) Are lesson plans for weapons safety training developed? (AFI 91-202, para 10.10.2)
- A1.6.1.3. (#) Are lesson plans reviewed and approved by the wing/base weapons safety office prior to use and annually thereafter? (AFI 91-202, para 10.10.2)
- A1.6.1.4. (#) Does missile and explosive safety training include minimum requirements? (AFI 91-202, PACAF Sup 1, para 10.2.6)
- A1.6.1.5. (#) Is weapons safety testing performed after training? (AFI 91-202, PACAF Sup 1, para 10.10.3.1)
- A1.6.1.6. (#) Are tests reviewed by and coordinated with wing/base weapons safety office prior to use, and annually thereafter? (AFI 91-202, PACAF Sup 1, para 10.10.3.1)
- A1.6.1.7. Is specialized safety, fire prevention, and occupational health training being provided to newly-assigned personnel? (AFI 91-301, para 7.3)
- A1.6.1.8. Does specialized safety, fire prevention and occupational health training outline address mandatory items? (AFI 91-301, para 7.3)
- A1.6.1.9. Has specialized safety, fire prevention, and occupational health training been documented? (AFI 91-301, para 7.3)
- A1.6.1.10. Are personnel trained and qualified in explosives related tasks to be performed? (AFMAN 91-201, para 2.2)
- A1.6.1.11. Are written standards developed when other standard publications do not cover explosive operations in sufficient detail? (AFMAN 91-201, para 2.3)
- A1.6.1.12. (#) Do explosives operations not covered by standard publications have local written procedures developed and used? (AFMAN 91-201, para 2.3)
- A1.6.1.13. Are written instructions developed and approved by the squadron commander or equivalent, for explosives operations? Do they meet the requirements of paragraphs 2.3 and 2.4? (AFMAN 91-201, para 2.3 and 2.4)
- A1.6.1.14. (#) Are personnel and explosive limits posted and not exceeded at each explosives operation? (AFMAN 91-201, para 2.5)
- A1.6.1.15. (#) Are handling and movement precautions followed during explosives operations? (AFMAN 91-201, para 2.12)
- A1.6.1.16. Are 50-foot firebreaks maintained around each aboveground magazine, operating location or building, outdoor storage site, and ready explosives facility? (AFMAN 91-201, para 2.21.3)
- A1.6.1.17. Are waste materials, hazardous waste, wood, paper, and flammable packing material placed in separate metal containers, with covers, and are they placed outside the facility, except for containers required at work locations during operations? (AFMAN 91-201, para 2.10.1)
- A1.6.1.18. Are working location containers emptied at least once each workday or shift? (AFMAN 91-201, para 2.10.1)
- A1.6.1.19. (#) Is smoking permitted only in approved, designated smoking areas? (AFMAN 91-201, para 2.11)

A1.6.1.20. (#) Are fire drills held within the explosives storage area at intervals not to exceed 6 months? (AFMAN 91-201, para 2.19)

A1.6.1.21. Are 5-foot firebreaks maintained around igloo ventilators? (AFMAN 91-201, para 2.21.3)

A1.6.1.22. Are flammable liquids used for cleaning only as authorized by TOs, and do in-use stocks not exceed 1 workday supply, and kept in approved safety containers or dispensers? (AFMAN 91-201, para 2.21.5)

A1.6.1.23. Are in-use vehicles and support equipment parked no closer than 25 feet to any explosive to any explosive facility? Are other vehicles parked a minimum of 100 feet? (AFMAN 91-201, para 2.21.7.1 and 3.17.1)

A1.6.1.24. (#) Do all facilities have the proper fire symbol and hazard marker posted? (AFMAN 91-201, para 2.25)

A1.6.1.25. (#) Are static wire bonds visually inspected at least quarterly? (AFI 32-1065, Table 1, 12.a)

A1.6.1.26. (#) Are static grounds for equipment tested for resistance continuity every 24 months? (AFI 32-1065, Table 1, 12.b)

A1.6.1.27. (#) Are proper precautions taken to prevent static electricity build-up during electrically primed ammunition operations? (AFMAN 91-201, para 2.51.2)

A1.6.1.28. (#) Are only authorized operations performed in storage spaces containing explosives? (AFMAN 91-201, para 2.32)

A1.6.1.29. (#) Do explosives storage and maintenance facilities have lightning protection systems installed? (AFMAN 91-201, para 2.54)

A1.6.1.30. (#) Are lightning protection systems tested and inspected? (AFI 32-1065, Table 1, 12c and d)

A1.6.1.31. (#) Are written procedures developed for personnel evacuation during electrical storms for unprotected facilities? (AFMAN 91-201, para 2.54.1.8.1)

A1.6.1.32. (#) Are operators of vehicles and equipment used in transporting and handling explosives trained? (para 2.74.14.3)

A1.6.1.33. (#) Are vehicles transporting explosives marked with placards? (AFMAN 91-201, para 2.71.2)

A1.6.1.34. (#) When required, is emergency eyewash and shower available? (AFOSH Std 91-501, para 19.4)

A1.6.1.35. (#) Do personnel wear hearing protection and other protective equipment when working in hazardous noise areas? (AFOSH Std 91-501, para 4.11.3)

A1.6.1.36. Are shelf life items (lubrications, paint, etc.) inspected, maintained and issued/used as required in TO 00-20K-1?

A1.6.2. SAFETY AND HOUSEKEEPING

- A1.6.2.1. Are floors in all shop areas, service rooms, halls, and storerooms kept clean and orderly? (AFOSH Std 91-501, para 5.1)
- A1.6.2.2. Are spills cleaned up immediately and drip pans used where spills are likely to occur? (AFOSH Std 91-501, para 5.1)
- A1.6.2.3. Are passageways, aisles and exit accesses kept clear for easy access to emergency equipment and to enable fire fighters to reach a fire? (AFOSH Std 91-501, para 7.3.1.2.7)
- A1.6.2.4. Are exterior walkways and grounds policed and kept free of hazardous materials? (AFOSH Std 91-501, para 7.3.2.4)
- A1.6.2.5. Do personnel wear safety-toed shoes when using hand-power mowers or power edgers? (AFOSH Std 91-501 , para 15.1.3)
- A1.6.2.6. Do personnel wear safety glasses or face shield when operating power edgers or weed eaters? (AFOSH Std 91-501 , para 15.1.3.1)
- A1.6.2.7. Is hearing protection worn while using mowers, edgers, or weed eaters, determined to produce hazardous noise levels by the Bioenvironmental Services? (AFOSH Std 91-501, para 15.1.3.2)
- A1.6.2.8. Are sufficient, plainly marked, metal containers with self-closing lids available for the disposal of combustible wastes, rags, and other flammable materials? (AFOSH Std 91-501 , para 5.2)
- A1.6.2.9. Are properly marked, covered metal containers used for storing clean rags? (AFOSH Std 91-501, para 5.2)
- A1.6.2.10. Are packing materials stored in isolated fire-resistant containers? (AFOSH Std 91-501, para 5.3)
- A1.6.2.11. Are daily use quantities of packing materials stored in metal or metal-lined and covered containers? (AFOSH Std 91-501, para 5.3)
- A1.6.2.12. Are fluorescent fixtures that are not designed to accommodate self-locking tubes provided with adequate shields or clamps to prevent tubes from falling? (AFOSH Std 91-501, para 5.7)
- A1.6.2.13. Are extension cords used with portable tools, devices, and equipment, three wire type with three prong plugs with a minimum amperage rating equal to the amperage rating of the item being powered? (AFOSH Std 91-501, para 8.5.5)
- A1.6.2.14. Are rings and watches removed before operations? (AFOSH Std 91-501, para 9.1 and 9.2)
- A1.6.2.15. Are air receivers for air compressors drained daily? (AFOSH Std 91-100, para 1.2.11.4).
- A1.6.2.16. Are compressed air lines fitted with secure connections and air hoses free from sharp bends or kinks? (AFOSH Std 91-100, para 1.2.11.4)
- A1.6.2.17. Are standard fittings and not makeshift devices being used on air lines? (AFOSH Std 91-100, para 1.2.11.4)

- A1.6.2.18. Is air compressor equipment operated only by authorized personnel, trained in its use? (AFOSH Std 91-100, para 1.2.11.2)
- A1.6.2.19. Do only authorized personnel service and maintain air compressor equipment? (AFOSH Std 91-100, para 1.2.11.2)
- A1.6.2.20. Do personnel ensure that compressed air in excess of 30 PSI is not used for cleaning? (AFOSH Std 91-100, para 1.2.11.1)
- A1.6.2.21. Are personnel being trained on manual lifting techniques and is the training being documented? (AFOSH Std 91-501, para 4.4)
- A1.6.2.22. Are hoist inspections being properly performed and documented? (AFOSH Std 91-501, para 4.9.3.5.1)
- A1.6.2.23. Are latch type safety hooks installed on all hoists? (AFOSH Std 91-501, para 4.9.3.6.3)
- A1.6.2.24. Are load ratings, preferably in pounds, permanently marked on the hoist and load block so as they may be easily seen from the operating position? (AFOSH Std 91-501, para 4.9.3.1.1)
- A1.6.2.25. Are sling inspections being properly performed and documented? (AFOSH Std 91-46, para 6.2.3)
- A1.6.2.26. Are compressed air pipeline outlets marked to show maximum working pressure immediately adjacent to the outlet? (AFOSH Std 91-10, para 2.8.2.6)
- A1.6.2.27. Are tool rests positioned no more than one-eighth inch from grinding wheels? (AFOSH Std 91-501, para 18.6.2.3.3.1)
- A1.6.2.28. Are mishap prevention signs and tags being used as required by AFOSH Std 91-501, Chapter 21?
- A1.6.2.29. Do supervisors: (AFI 91-202, para 1.6.14)
- A1.6.2.29.1. Know the safety and occupational health standards that apply to their area?
 - A1.6.2.29.2. Analyze job environment and tasks for hazards by doing job safety analyses and occupational health analysis?
 - A1.6.2.29.3. Train their people on the standards to follow and hazards to avoid?
 - A1.6.2.29.4. Make sure that all work complies with safety and health standards?
 - A1.6.2.29.5. Exercise control over job tasks to make sure the tasks are done safely?
 - A1.6.2.29.6. Train their staff on safety and health standards, procedures, and requirements of the job tasks and document training?
 - A1.6.2.29.7. Take actions to promptly eliminate safety and health hazards and correct deficiencies?
 - A1.6.2.29.8. Report mishaps and employee absences due to mishaps?
 - A1.6.2.29.9. Post notices of hazards? (AFI 91-301, para 18)

A1.6.2.29.10. Enforce the use of protective clothing and equipment and compliance with standards? (AFI 91-301, para 2.14)

A1.6.2.29.11. Train personnel on the objectives and principles of risk management in AFI 91-213?

A1.6.2.30. Do individuals: (AFI 91-202, para 1.6.15)

A1.6.2.30.1. Comply with standards, regulations, job guides, TOs, and operating procedures?

A1.6.2.30.2. Identify and report hazards?

A1.6.2.30.3. Use protective clothing or equipment when required?

A1.6.2.30.4. Report any injury or impaired health that occurs on or off the job to their supervisor?

A1.6.2.30.5. Report any suspected or actual exposure to chemicals or hazardous materials?

A1.7. GENERAL REQUIREMENTS

A1.7.1. TECHNICAL ORDERS

A1.7.1.1. Are T.O. files current and maintained IAW T.O. 00-5-2, *Technical Order Distribution System*. (AFI 21-201, para 2.9.3.2.1)

A1.7.1.2. Is the use of interim T.O.s authorized in writing by the MAJCOM, IAW T.O. 00-5-1, *AF Technical Order System* and only for a limited period of time. (AFI 21-201, para 2.9.3.2.3)

A1.7.1.3. (#) Does the flight monitor, report, and update all TCTOs that are currently required for conventional munitions and equipment according to the TCTO instructions and T.O. 00-20-2, *Maintenance Data Documentation*? (AFI 21-201, para 2.9.3.2.4)

A1.7.2. LOCALLY MANUFACTURED MUNITIONS EQUIPMENT (LMME) (AFI 21-201)

A1.7.2.1. Is the AAC/WM website consulted prior to units developing their own unique LMME? (para 7.1.1)

A1.7.2.2. Is new LMME submitted for review by the MAJCOM munitions and weapons safety staff prior to use IAW AFI 91-205 *Nonnuclear Munitions Safety Board*? (para 7.1.2)

A1.7.2.2.1. Are approval documentation, maintenance and inspection requirements IAW T.O. 00-20-5 and drawings/specifications maintained for the life of the item? (para 7.1.2.2)

A1.7.2.3. Does LMME such as Y-stands, bomb dummy unit (BDU) modules, missile racks, etc. used to physically support or transport munitions items have AFTO Forms 244, Industrial/Support Equipment or automated form readily accessible for review prior to use? Are annual visual inspections performed to verify integrity of LMME? (para 7.1.3)

A1.7.3. STATIC DISPLAY MUNITIONS (SDM) (AFI 21-201)

A1.7.3.1. Are all approved items permanently stamped or etched with a unit specific SDM identifier number consisting of the acronym SDM, unit SRAN/DoDAAC, and a 3-digit number assigned by the unit is numerical sequence? (para 36.1.2)

A1.7.3.2. Are SDMs secured to prevent removal of the complete round or any attached sub-components? (para 36.1.3)

A1.7.3.3. Has the MASO submitted an ADR to OO-ALC/WM requesting SDM authorization? (para 36.2.1)

A1.7.3.4. Have approved munitions been inventory adjusted from accountable records by the MASO and are they tracked by ADR and SDM numbers? (para 36.2.3)

A1.7.3.5. Is the final display location (i.e., entry to bldg XXX, MSA Main gate, static display aircraft at west gate, etc.) annotated on all copies of the approved ADR? (para 36.2.3.2)

A1.7.3.6. Are munitions that are not placed on permanent display within the specified 90-day timeframe reported again on AF Form 191 for final disposition? (para 36.2.4)

A1.7.3.7. Do owning organizations (at least annually) inspect and perform maintenance on all SDMs? (PACAF Sup, para 36.3.1.1)

A1.7.3.7.1. Is inspection/maintenance documented on a locally developed general-purpose form? Is this form maintained with the copy of the ADR that authorizes the use of the SDM? (PACAF Sup, para 36.3.1.1)

A1.7.3.8. Are munitions removed from static display returned to accountable records via a found on base (FOB) turn in and reported on an ADR for final disposition? Are SDM numbers reported for each item removed from static display? (para 36.3.2)

A1.7.4. BUILT-UP (READY) MUNITIONS (AFI 21-201)

A1.7.4.1. Has the munitions flight published a Flight OI to address scheduling and inspection requirements to ensure assembled munitions are serviceable/safe/ready-to-use? (para 7.3)

A1.7.4.1.1. Are the inspection results documented? (para 7.3)

A1.7.4.2. Do general purpose bombs that are assembled for use have service life start date (if applicable) and all marking requirements in T.O. 11A-1-63 recorded with indelible marker on the nose of the bomb? (para 7.3.1)

A1.7.4.2.1. Are all assembled items assigned an assembly lot number which will also be recorded along with the above requirements? (para 7.3.1.1)

A1.7.4.3. Is the assembly lot number and the date the complete round was assembled recorded on the assembly worksheet? Are assembly worksheets retained until the item is either expended or disassembled and returned to storage? (para 7.3.2)

A1.7.4.4. Are all complete rounds disassembled and the components inspected between 12 and 24 months after assembly, and annually thereafter? Are discrepancies that reduce capability rating reported by email to <mailto:pacaf.lgw@hickam.af.mil> and <mailto:pacaf.lgws@hickam.af.mil>? (para 7.3.3.1 and PACAF Sup)

A1.7.5. AF OWNED INTERMODAL (ISO, MILVAN, ETC) CONTAINERS (AFI 21-201)

A1.7.5.1. Has PACAF approved the use of containers for anything other than its intended purpose? (para 7.4.1)

A1.7.5.2. Are containers in serviceable condition for munitions redistribution or storage at all times? Do units with a WRM outload commitment ensure the Convention for Safe Containers (CSC) certification is kept current on all Air Force owned containers? (para 7.4.2)

A1.7.5.2.1. Are PACAF owned containers used for storage of conventional munitions have the container serial number or a numbered seal as the storage location in CAS?

A1.7.5.2.2. Does supervision ensure containers are not used to store equipment or materials (e.g.: liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC? (para 7.4.2.1)

A1.7.5.2.3. Are containers placed on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high? (para 7.4.3)

A1.7.5.2.4. Are empty containers stacked no more than three high? (para 7.4.3)

A1.7.5.2.5. Are locking pins inserted between containers when stacked? (para 7.4.3)

A1.7.5.2.6. Does unit use the DD Form 2282 for CSC inspection? (PACAF Sup, para 7.4.4)

A1.7.5.2.6.1. Is the inspection documented using DA Form 2404, Equipment Inspection and Maintenance Worksheet. PACAF units will maintain the original copy of the DA Form 2404 once accomplished. Maintain last inspection record for historical reference. (para 7.4.4.1)

A1.7.5.2.6.2. Are CSC inspector training requirements identified and submitted to PACAF? (para 7.4.4.2)

A1.7.5.2.7. Has the flight budgeted for container maintenance costs against PEC 28030? (para 7.4.5)

A1.7.5.2.8. Does the flight account for AF-owned containers utilizing CAS, using NSN 8140-01-296-7241 and appropriate condition code (CC)? Are containers entered in CAS by total quantity?. (para 7.4.6)

A1.7.5.2.8.1. Has the flight developed a local method to track S/Ns and condition codes (CAS will be used only to track the total quantity/CSC Inspectors may not have access to CAS)? (PACAF Sup, para 7.4.6)

A1.7.5.2.8.2. Do unserviceable repairable containers have AWM/AWPs established? (para 7.4.7.2.)

A1.7.5.2.9. Are containers only placed in CC A, E, G or H? (PACAF Sup, para 7.4.7)

A1.7.5.2.10. Containers in CC H will be reported to MAJCOM Munitions Staff by message. (para 7.4.7.1)

A1.7.6. EMERGENCY DESTRUCTION OF MUNITIONS (PACAF Sup 1 to AFI 21-201)

A1.7.6.1. Have Korea-based units developed a plan to deny the use of US titled conventional munitions and components? PACAF units that deploy to Korea will co-develop plans based on their deployment location and not their home base storage area. Further, they will train and demonstrate capability as required by paragraph 42.6. (para 42.5)

A1.7.6.2. To ensure system reliability, has a qualified EOD technician participated in the development of the denial plan. (para 42.5)

A1.7.6.3. Has the plan been approved by the squadron commander or higher authority? (para 42.5)

A1.7.6.4. Has the unit commander ensured denial plans are published and contain specific methods of destruction to satisfy objectives in paragraph 42.3? (para 42.5.1)

A1.7.6.5. Has the plan been coordinated through appropriate base agencies (e.g., Safety, Air Base Operability Officer, Fire Department, Security Forces, Command Post) to ensure it provides the safest and most feasible method of destruction? (para 42.5.2)

A1.7.6.6. Are annual reviews accomplished to ensure priorities are current IAW local threat assessments, assets on-hand, and applicable directives? (para 42.5.2)

A1.7.6.7. Has a copy of the unit plan for Korean bases been forwarded to 607 ASUS/LGW? (para 42.5.2)

A1.7.6.8. Have units with mobility taskings set up an annual training program for Emergency Destruct of Munitions (EDM) of classified conventional munitions, classified test equipment, unclassified munitions and classified T.O.s and files based on their deployment location? (para 42.6)

A1.7.6.9. Are these procedures exercised during local and Higher Headquarters exercises for units with in-place and mobility taskings? Does training include the following: (para 42.6)

A1.7.6.9.1. Familiarization with EDM materials and procedures. (para 42.6.1)

A1.7.6.9.2. Hands-on training using materials. Use of inert items is mandatory. (para 42.6.2)

A1.7.6.9.3. Procedures to set up charges on classified munitions, test equipment and other munitions most likely located at the deployed site. (para 42.6.3)

A1.7.6.10. Do training intervals not exceed 12 months? Are personnel assigned to short tour locations trained within 60 days of arrival? (para 42.6.6)

A1.7.6.11. Has a denial inspection checklist been developed for pre-assembled initiating systems? (para 42.7.1)

A1.7.6.12. Are pre-assembled explosives items inspected annually and documented on AFTO Form 102? (para 42.7.1)

A1.7.6.13. Is CAS updated if discrepancies are found? (para 42.7.1)

A1.8. NUMBERED AIR FORCES (PACAF Sup 1 to AFI 21-201)

A1.8.1. GENERAL RESPONSIBILITIES

A1.8.1.1. Is the required technical and logistical munitions support needed for effective wartime planning provided to assigned combat units? (para 9.6.1)

A1.8.1.2. Does selected air support squadrons (ASUS) maintain the capability to assume theater ammunition control point (TACP) responsibilities as detailed in appendix 6 to annex D of applicable OPlan in the event HQ PACAF loses its TACP capability? (para 9.6.2)

A1.8.1.3. Does a plan exist to direct and control munitions arriving within their region? (para 9.6.2)

A1.8.1.4. Do ASUSs designated as a RACP maintain minimum products and capabilities required to accomplish mission taskings? (para 9.6.3)

A1.8.1.5. Does the capability exist at selected ASUSs to access and perform munitions accountability functions through CAS during peacetime and CAS-Deployable (CAS-D) for contingency operations? (para 9.6.3)

A1.8.1.6. Are additional required products maintained by those ASUSs assigned to assume TACP duties? (para 9.6.4)

A1.8.1.7. Are WRM munitions requirements versus quantities on hand of assigned units closely monitored? (para 9.6.5.1)

A1.8.1.8. Has a plan been developed to maintain and report status on subordinate command sustainability, resupply capability, and positioning for items of special interest, SITREP and LOGSTAT during contingencies? (para 9.6.5)

A1.8.1.9. Is required information provided on munitions availability for development of Air tasking order/integrated tasking order? (para 9.6.5.6)

A1.8.1.10. Are ACP augmenters thoroughly familiar on all aspects of ACP procedures and responsibilities? (para 9.6.5.7)

A1.8.1.11. Are action plans available showing what possible actions to initiate and those that are most appropriate to supply/resupply war-fighting units? (para 9.6.6)

A1.9. STOCKPILE VERIFICATION (AFI 21-201 Unless otherwise indicated)

A1.9.1. GENERAL RESPONSIBILITIES

A1.9.1.1. Are all custody account, courtesy stored, and unserviceable/restricted/suspended munitions separated from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc? (para 4.1.11)

A1.9.1.2. Do all boxes containing courtesy stored munitions on custody accounts have the custody account number marked on each loose box and all palletized loads? (para 4.1.11)

A1.9.1.3. Are munitions stored according to the flight's storage location system, AFMAN 91-201, AFI 31-101, DoD 5100.76-M, T.O. 11A-1-61-4 and specific item technical orders? Are deviations from the storage location system authorized by MAJCOM? (para 4.1.6)

A1.9.1.4. Has every effort been made to store munitions inside? (para 4.1.7)

A1.9.1.5. Are fusible links painted? Are they serviceable, properly installed, and rated for 155 to 165 degrees Fahrenheit (71.1 degrees Celsius) as per AFMAN 91-201? (para 4.1.10.2)